



HOME REMODEL PROJECTS



(Revised 09 2021)

Important Design Considerations	2
Building Code.....	5
Zoning Map	8
Setbacks.....	9
Building Heights.....	10
Driveways, sidewalks, patios	11
Plan Submittal List (QUICK CHECK LIST).....	12
General Project Requirements.....	14
Working Hours (English)	15
Working Hours (Spanish).....	16
Permit Application and Forms (Excel Spreadsheet)	Link



Home Remodel Projects

Important Design Considerations

A Remodel permit is required if you plan to do ANY of the following:

- Remove walls
- Construct new walls
- Remove sheet rock or wallboard or open any wall, floor or ceiling cavity.

(This includes kitchen backsplash and bath/shower surrounds.)

A remodel project does not allow for the creation of new space in your home. These types of projects would be classified as an “Addition” and different requirements apply. Please see the criteria for Additions if this is the case. If you have a combination project of remodeling and addition, always use the highest-ranking project to determine which criteria to use. The project hierarchy is:

1. New Home Construction
2. Reconstructions
3. Additions
4. Remodels

Additional permits will be required for the individual trade contractors (electrical, plumbing, HVAC). The extent of your project could require you to meet the same requirements as a new home for the entire structure, including the installation of a fire sprinkler system, site drainage system and resolution of any violations of required setbacks. Please see the Remodel Work Sheet to determine which criteria to use. A project which exceeds the “50%” limits determined in the Remodel Worksheet is referred to as a **Reconstruction**.

Click here to download and view the permit forms including the Remodel Worksheet



Pre-Development Meeting PREDEVELOPMENT meetings are required for new homes, additions, more than 50% remodels and any project in which a change in lot coverage occurs. Predevelopment meetings are NOT required for less than 50% remodel projects but we strongly urge you to schedule the meeting anyway. All contractors are expected to know the development requirements of the city and a misunderstanding of how to calculate remodel projects could be very costly. Remodel projects of 50% or more of the structure require the entire structure to meet current new home building requirements including foundation minimum height requirements.

We primarily need the property owner and the contractor to participate but other consultants are welcome to participate. Please clicking [HERE](#) to schedule your remote meeting with the desired time and method of communication (telephone, zoom or in person). You may view the information presented at the PREDEVELOPMENT MEETINGS by clicking [HERE](#).

- A pre-development meeting is required for all new construction, reconstruction, and/or expansion/addition projects and is recommended for remodel project less than 50% of the structure. The pre-development meeting is intended to expedite the review process and help you prepare your project for submission. Property owners and their builders, contractors and/or consultants should attend this meeting. The meeting will provide an opportunity for discussion regarding the development process and requirements in the City of Bunker Hill Village including zoning, setbacks, coverage calculations, trees, drainage, and other ordinances that impact the planning and development of the property. A signature of acceptance of the pre-development packet and the meeting attendance will be required of the owner. No approvals will be provided at this meeting.

[CLICK HERE TO SCHEDULE A PREDEVELOPMENT MEETING](#)

- **Reconstruction** shall mean the reconstruction of 50% or more, of living area, (of which a building permit is required) of an existing structure within the existing footprint. This includes structural (wall board or ceiling board is removed), and/or if plumbing or electrical utilities are impacted. The reconstruction shall be cumulative of all remodeling or modification work to the structure within any consecutive twenty-four (24) month period. A project on an existing structure which meets the definition of Reconstruction will be required to meet all of the New Home requirements including fire sprinkler systems, drainage, tree counts, and other major components of the structure. A worksheet is included in with this package to assist you in determining if your project will be considered a Reconstruction project. **The square feet of any room in which wall, floor or ceiling cavities are opened, walls added, walls removed must be counted on the worksheet. Also, any new climate-controlled space is to be**



included.

- **Plan Size** NO DOCUMENTS OR PLANS LARGER THAN 11" X 17" MAY BE SUBMITTED. Only **ONE** set of documents or plans is required. Scale is not required to be maintained but dimensions must be clearly labeled on the plans. No staples or torn pages.
- **Insurance** All contractors requiring permits shall file with the city, and maintain for the entire period during which work pursuant to such permit is being performed, commercial general liability insurance in an amount of not less than five hundred thousand dollars (\$500,000.00).
- **Working Hours** Construction and deliveries may be between the hours of 7:00 a.m. and 6:00 p.m. on weekdays that are not Recognized Holidays, and between the hours of 8:00 a.m. and 5:00 p.m. on Saturdays that are not Recognized Holidays, except in cases of extreme and urgent necessity in the interest of public safety with the approval of the Building Official. No construction shall be done on Sundays Recognized Holidays shall include New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.
- **No Overhead Service** If you plan to replace the electrical load center (breaker panel), all utility service lines for electricity, telephone, gas, cable television and any other such service for individual lots shall be underground unless federal or state law or regulations require otherwise.
- **No Street Parking** For any address for which an active building or maintenance permit has been issued, all vehicles shall be required to be parked on the lot for which the permit has been issued. For private streets, parking may not be in the access easement. Delivery vehicles parked temporarily for a period of 30 minutes or less are not required to meet this requirement. Blocking of a street so that less than 15 feet of width for access is not allowed under any circumstance.



The City of Bunker Hill Village has adopted the following building codes:

- 2018 EDITIONS OF THE INTERNATIONAL BUILDING CODE
- 2018 INTERNATIONAL MECHANICAL CODE
- 2018 INTERNATIONAL PLUMBING CODE
- 2018 INTERNATIONAL FUEL GAS CODE
- 2018 INTERNATIONAL RESIDENTIAL CODE
- 2018 INTERNATIONAL FIRE CODE
- 2020 ICC ELECTRICAL CODE
- 2020 EDITION OF THE NATIONAL ELECTRICAL CODE

AND the following modifications and additions:

307.2.1 Condensate Disposal. Condensate from all cooling coils, evaporators and any condensate producing appliance shall be conveyed from the drain pan or appliance outlet to an approved place of disposal. Such piping shall maintain a minimum horizontal slope in the direction of discharge of not less than one-eighth unit vertical in 12 units horizontal (1-percent slope). Condensate shall not discharge into a street, alley, walkway, patio or other area which could become unsafe with the presence of water. A water level detection device conforming to UL 508 shall be provided that will shut off the equipment served in the event that the condensate line becomes blocked.

- (8) Section 307.2.3 is hereby amended to read as follows:

307.2.3 Auxiliary and Secondary Drain Systems. In addition to the requirements of Section 307.2.1 where damage to any building components could occur as a result of overflow from the equipment primary condensate removal system, both of the following auxiliary protection methods shall be provided for each cooling coil or fuel-fired appliance that produces condensate:

1. An auxiliary drain pan with a separate drain shall be provided under the appliance on which condensation will occur. The auxiliary pan drain shall discharge to a conspicuous point of disposal to alert occupants in the event of a stoppage of the primary drain. The pan shall have a minimum depth of 1 ½ inches (38 mm), shall not be less than 3 inches (76 mm) larger than the unit or the coil dimensions in width and length and shall be constructed of corrosion-resistant material. Galvanized sheet steel pans shall have a minimum thickness of not less than 0.0236 inch (0.6010 mm) (No. 24 gage). Nonmetallic pans shall have a minimum thickness of not less than 0.0625 inch (1.6 mm). Any appliance supports placed in the auxiliary drain pan must be of a noncombustible and nondeteriorating material.
2. A water-level detection device conforming to UL508 shall be provided that will shut off the equipment served prior to overflow of the pan.

M1411.3 Condensate Disposal. Condensate from all cooling coils, evaporators and any condensate producing appliance shall be conveyed from the drain pan or appliance outlet to an



approved place of disposal. Such piping shall maintain a minimum horizontal slope in the direction of discharge of not less than one-eighth unit vertical in 12 units horizontal (1-percent slope). Condensate shall not discharge into a street, alley, walkway, patio or other area which could become unsafe with the presence of water. A water level detection device conforming to UL 508 shall be provided that will shut off the equipment served in the event that the condensate line becomes blocked.

- (11) Section M1411.3.1 is hereby amended to read as follows:

M1411.3.1 Auxiliary and Secondary Drain Systems. In addition to the requirements of Section M1411.3 where damage to any building components could occur as a result of overflow from the equipment primary condensate removal system, both of the following auxiliary protection methods shall be provided for each cooling coil or fuel-fired appliance that produces condensate:

1. An auxiliary drain pan with a separate drain shall be provided under the appliance on which condensation will occur. The auxiliary pan drain shall discharge to a conspicuous point of disposal to alert occupants in the event of a stoppage of the primary drain. The pan shall have a minimum depth of 1 ½ inches (38 mm), shall not be less than 3 inches (76 mm) larger than the unit or the coil dimensions in width and length and shall be constructed of corrosion-resistant material. Galvanized sheet steel pans shall have a minimum thickness of not less than 0.0236 inch (0.6010 mm) (No. 24 gage). Nonmetallic pans shall have a minimum thickness of not less than 0.0625 inch (1.6 mm). Any appliance supports placed in the auxiliary drain pan must be of a noncombustible and nondeteriorating material.
2. A water-level detection device conforming to UL508 shall be provided that will shut off the equipment served prior to overflow of the pan.

The National Electrical Code, 2020 Edition, including all appendices, as published by the National Fire Protection Association, Inc., save and except the administrative provisions contained in Annex "H" thereof, and the 2018 International Code Council Electrical Code, as published by the International Code Council, authentic copies of which has been filed with the city secretary, are hereby adopted and made a part of this Code of Ordinances with the following amendments:

- (1) Minimum wire size for lighting and branch circuits is 12 gauge in areas of new construction. Number 14 gage wire is not allowed for any purposes in areas of new construction.
- (2) All wiring beyond the electrical service meter must be copper. No aluminum wiring allowed beyond the electric meter.
- (3) All circuits, except those dedicated for specific appliances are required to be protected by GFCI, must be protected with combination breakers for arc and ground fault protection. A testing device shall be provided by the electrician at the final electrical inspection to test the arc and ground fault breakers at the receptacles.
- (4) Hallways and stair landings of at least 3 feet (914 mm) or more in length as measured horizontally along the wall shall have at least one receptacle outlet. The hall length shall

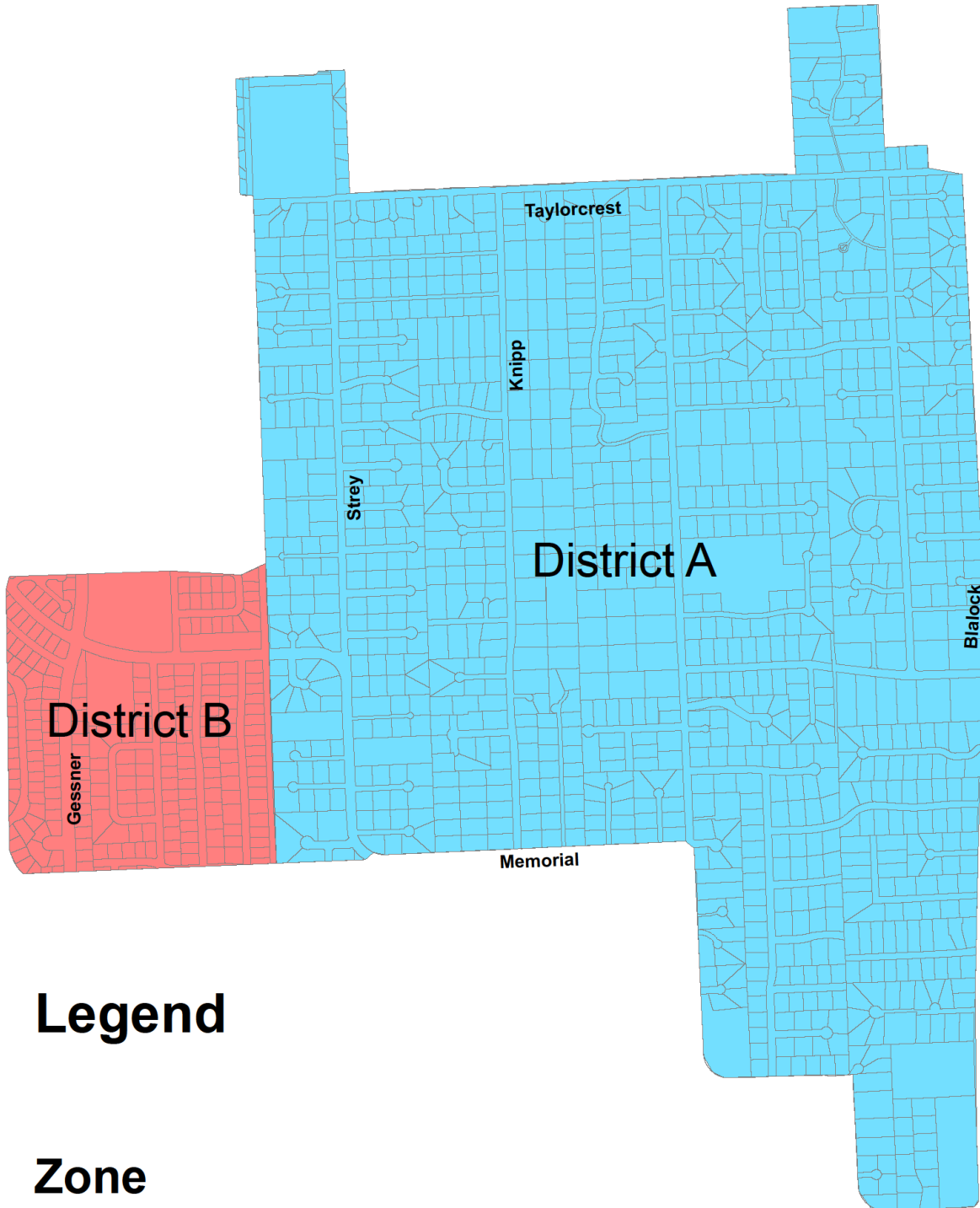


be considered the length measured along the centerline of the hall without passing through a doorway. Additional receptacles are required for each additional length of 12 feet (3658 mm).

- (5) Receptacle requirements for kitchen islands – Any kitchen island with a work surface area, inclusive of sinks and appliances, of twelve (12) square feet or more must have a minimum of 4 individual receptacles generally distributed around the island
- (6) Standby and emergency generators shall be installed in accordance with the National Electrical Code, 2020 and the following restrictions:
 - a. All wiring shall meet all requirements outlined in this code.
 - b. Maximum sound level at any time shall be 70db or less measured at the property line.
 - c. Generator shall be positioned so that no structure, roof or overhang is over any portion of the generator enclosure.
 - d. Minimum clearance between generator foundation and other structures shall be twenty-four (24) inches or greater as determined by manufacturers' specifications. At no time shall the clearance be less than twenty-four (24) inches.
 - e. No portion of the generator or wiring may be located in an easement or right-of-way.
 - f. Generator may not be located in any restricted area or required green space.
 - g. Generator may not be located within the required front yard of a lot.
 - h. A generator cannot be visible from a public or private street.
 - i. A load analysis, generator specifications and one-line electrical diagram must be posted with the permit on the project site.
- (7) 680.23 Underwater Luminaires. All underwater luminaires shall be low voltage L.E.D.
- (8) Wireless smoke detectors are acceptable without a signal communication wire if they meet all of the following:
 - a. All detection devices must be of the same type and brand
 - b. All detection devices must communicate inter locally
 - c. All detention devices must sounds simultaneously with an indication as to what area has triggered the alarm.”



City of Bunker Hill Village Zoning Map



Legend

Zone



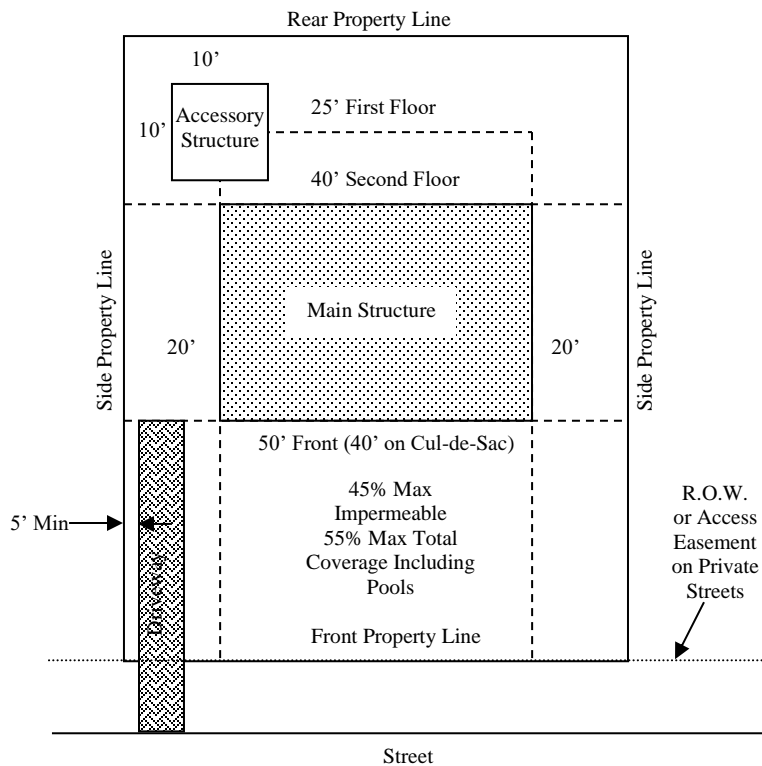
District A



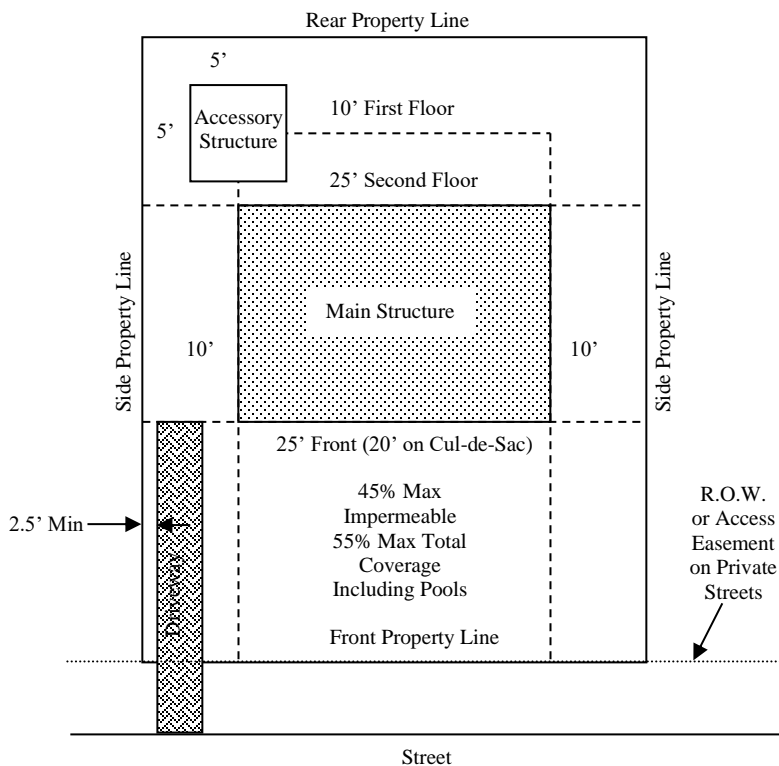
District B



District A

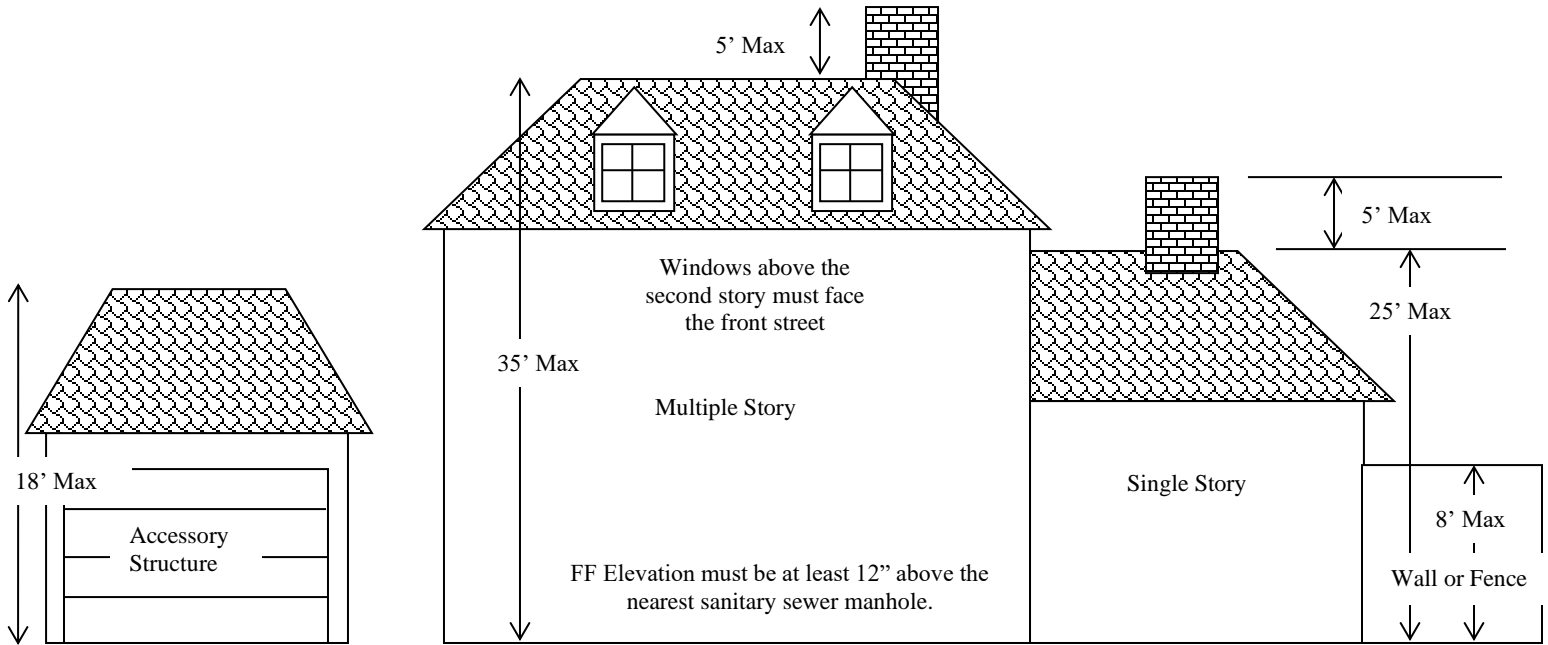


District B





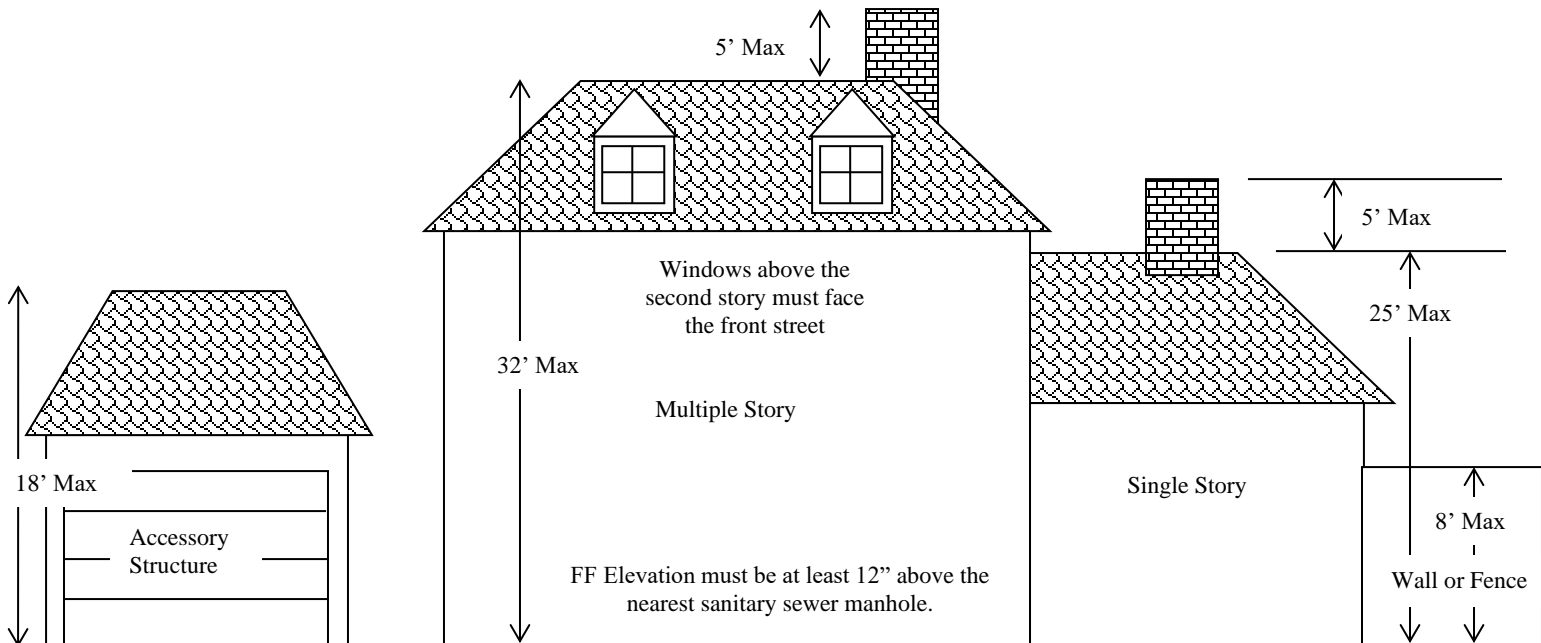
Height Limitations



District A

Fence or wall cannot be in front of the façade of main structure.

Height Measurements are from the average finished grade adjacent to the foundation.

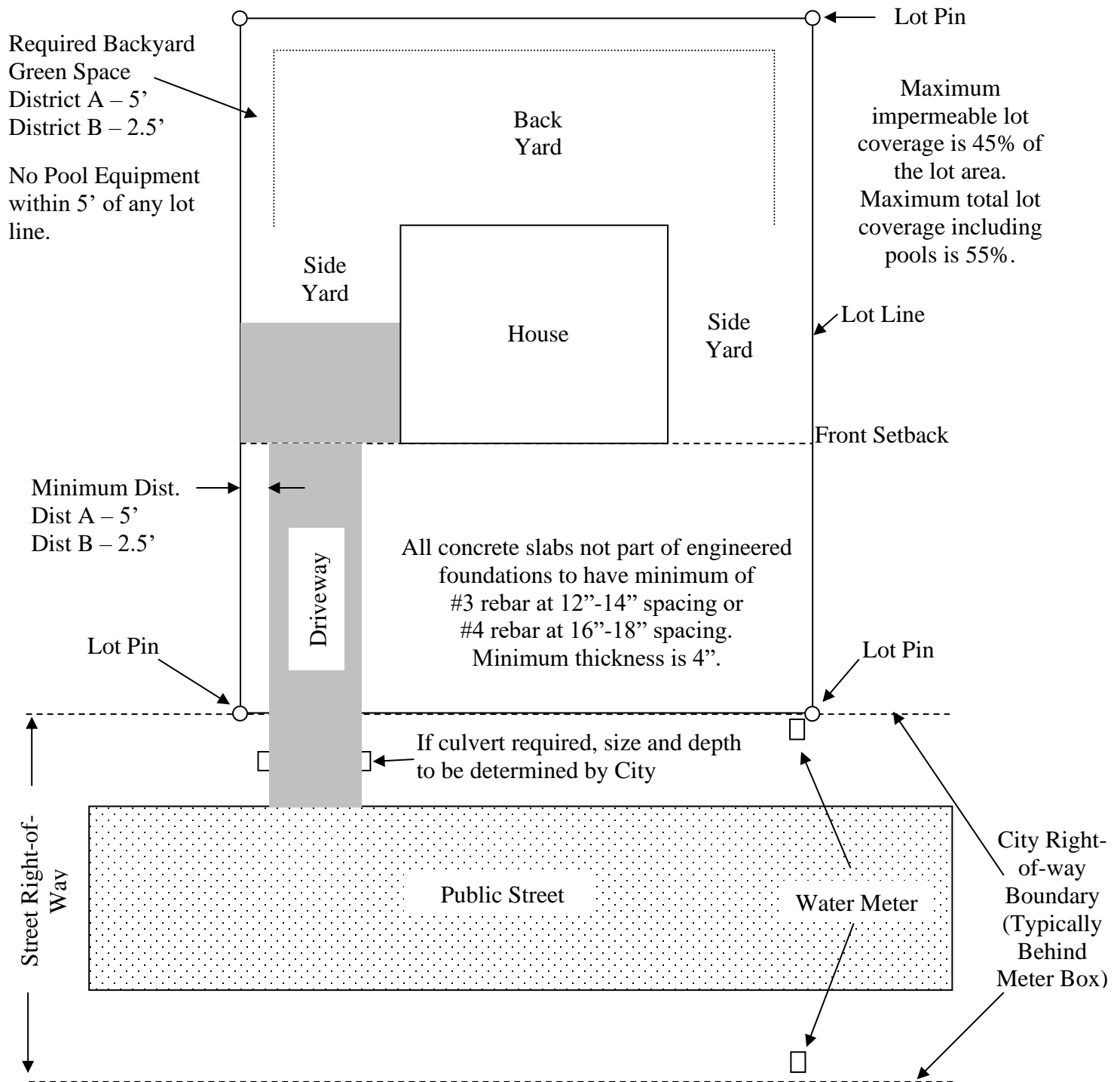


District B

Fence or wall cannot be in front of the façade of main structure.



Driveway, Sidewalk, Pool Decking and Patio Requirements





Remodel Projects

Required Documentation

One set of the following items, no pages larger than 11" X 17", no staples please.

These forms are available as a fill in Excel Spreadsheet. You are strongly urged to use these as some results will be calculated for you.

- ☐ Contractor Information Form
- ☐ Building Permit Application
- ☐ Remodel Worksheet
- ☐ Floor plan showing the areas of the remodel highlighted

[Click here to download and view the permit forms](#)



General Contractor Responsibilities

The general contractor **SHALL PROVIDE A SINGLE PROTECTED AREA FOR ALL PERMITS AND INSPECTION RECORDS** issued for that site.

SANITARY WASTE: All sanitary waste shall be collected in an enclosed portable waste collection unit (portable toilets) approved by the City of Bunker Hill Village. All portable toilets shall be screened from view from any adjacent private property or any public or private roadway with privacy fencing or other decorative screening materials, of a height of not less than the height of the portable toilet. Each portable toilet shall be served at least one (1) time per week.

ON-SITE PARKING FOR WORKERS: All vehicles belonging to construction workers shall be parked on the job site unless special approval by the building official is received. The builder shall provide an all-weather temporary drive to minimize tracking dirt, mud, etc., onto the adjacent street or streets.

HOURS OF WORK NOTICES MUST BE POSTED. The City of Bunker Hill will provide these notices in English and Spanish. The general contractor is to place them in a protective sleeve or have them laminated and post both at the site.

ALL TRASH, DEBRIS, AND LITTER MUST BE PICKED UP DAILY.

Violation of any of the above **CAN RESULT IN STOP WORK ORDERS OR A FINE OF \$2,000 OR BOTH.**



WORKING HOURS

**MONDAY – FRIDAY
7:00 A.M. TO 6:00 P.M.**

**SATURDAY
8:00 A.M. TO 5:00 P.M.**

**SUNDAY
HOLIDAY (NO WORK ALLOWED)**



LAS HORAS DE TRABAJO

LUNES – VIERNES

7:00 A.M. HASTA LAS 6:00 P.M.

SABADO

8:00 A.M. HASTA LAS 5:00 P.M.

DOMINGO

**DIA DE DESCANSO (NO SE PERMITE
TRABAJAR)**